

HEMINGFORD ABBOTS PARISH COUNCIL
Minutes of the Meeting of the Parish Council
held on Monday 22 Jun 2020 at 7:30pm
On-Line Meeting Only

Present

Parish Councillors: Bridget Flanagan (Chairman)
John Peters
Marcus Whewell
Zoe Ryll
Christine Nicol

Clerk: Ms Ramune Mimiene

County and District Councillors: HDC Cllr Sarah Wilson
Ian Bates

Members of the Public: None

MINUTES

12. To Receive and Approve Apologies for Absence

No apologies for absence received.

13. County/District Councillors' Update

To receive and accept reports

HDC Cllr Cllr SW, verbal report received.

CC Cllr IB, verbal report received.

14. Councillors' Declaration of Disclosable Pecuniary and Other Interests

To receive Declarations of Disclosable Pecuniary and Other Interests from members, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating at any Agenda item.

Cllr JP declared a personal interest in Agenda item 6.2

15. Coronavirus update

Verbal update provided by the Clerk. PC meetings will continue to be held remotely till further notice for the Government.

16. Public Participation Session

Open Forum. A maximum of 15 minutes is permitted for members of the public to address the Council on the item on the Agenda. Members of the public may have up to three minutes each. Items to be addressed should be notified to the Clerk three working days in advance of the meeting.

New model code of conduct consultation

The Local Government Association (LGA) has launched a consultation on a new model member code of conduct.

High standards of conduct and behaviour are of huge importance to the local (parish and town) council sector as they are needed to protect the integrity of decision making, maintain public confidence, and safeguard local democracy.

NALC therefore strongly encourages local councils and county associations of local councils to consider the proposed new model member code of conduct and respond to the LGA consultation before the deadline of 17 August 2020

Cllr CN raised a question re: Internal Control Process on page 7 of the Consultation Document. Cllrs *All* agreed to read the document and bring the suggestions of the revised model to the next PC meeting. Agenda item for July meeting.

17. Planning

17.1 Former Golf Course resubmission with former Golf Range for Registration as an Asset of Community Value

1227

Chairman Date.....

Outstanding. All Cllrs are in agreement with the response. Submit the report. BF

Note: Cllr JP withdrew himself from participation in the discussions and voting on the planning application below.

17.2 Change of use of rooms above garage into holiday accommodation. Site Address: Abbots End High Street Hemingford Abbots Reference: 20/00781/FUL

HAPC considers that this application is a request for 'Change of Use'. The Planning conditions given by HDC as part of the permission for 'the garage/workshop with offices over' on 6th April 2005 stated under Condition 6 that: *the garage/workshop with office hereby permitted shall only be used incidental to the use of the property as a family dwelling house, and not to be used for trade, business or any other use'*

HAPC recommends approval of this application for Change of Use of Condition 6 to allow for the upstairs room to be used for Bed & Breakfast accommodation. HAPC considers that the provision of Bed & Breakfast accommodation is of benefit to the local economy and is a required facility in a village such as Hemingford Abbots that has many visitors and tourists. However, HAPC recommends approval only if the following conditions are met:

1. The garage and room over remain as part of the house of Abbots End and are not separated to become a new dwelling or premises.
2. There is no allocated outdoor space for the Bed & Breakfast guests other than an allocated parking place for 1 car within the drive. This is to ensure that a) the neighbours retain the quiet amenity of their houses and gardens, and b) to prevent parking on the High Street.
3. That no kitchen facility is created within the property. This is to ensure that the Bed & Breakfast accommodation does not become a weekly or longer-term rental.

Proposal Proposed by Cllr BF, seconded by Cllr MW, 1 Cllr abstained from voting, All other Cllrs are in favour, and it was RESOLVED to recommend Approval to the above planning application subject to the conditions listed above. Carried

17.3 Cllr SW discussed the tree issue in the village. PC thanked HDC Cllr SW for liaising with HDC re trees being cut in the village, including trees with TPOs. The Tree Strategy was issued by HDC which PC wish to understand. PC noted that 73 trees were lost in the village last year and HDC are not asking to replant. Cllr BF will contact HDC direct so that the meeting could be arranged. BF

18. Minutes of the previous meetings

To approve as a correct record the Minutes of the meeting held on 18 May 2020

Proposal Proposed by Cllr ZR, seconded by Cllr MW, All in favour, and it was RESOLVED that Minutes are approved as a correct record of the meeting. Carried

Minutes were agreed, dated and will be signed at the next face to face meeting available.

To approve as a correct record the Minutes of the meeting held on 2 Jun 2020

Proposal Proposed by Cllr JP, seconded by Cllr MW, All in favour, and it was RESOLVED that Minutes are approved as a correct record of the meeting. Carried

CC Cllr IB left the meeting

19. Matters Arising from the previous meetings and reports from Clerk & Cllrs

List circulated and reviewed.

20. Review of Council Administration Policy and Procedures

Safeguarding Policy

Proposal Proposed by Cllr JP, seconded by Cllr MW, All in favour, and it was RESOLVED that the Safeguarding Policy is approved. Carried

21. To consider C-option to fill the 2 vacancies on parish Council

In progress.

HDC Cllr SW left the meeting.

22 Financial Matters

22.1 To Approve 22 Jun 2020 Payments:

Payments to be approved & paid:				22/06/2020		
				Net	VAT	Total
	4000					
BACS	4020 Wages		Wages including payments to HMRC Jun 20	£ 488.49	£ -	£ 488.49
BACS	4060 Expenses		Expenses Jun 20	£ 16.00	£ -	£ 16.00
BACS	4220 Bradgate Fencing Specialists Ltd		Grass maintenance May 2020	£ 118.29	£ 23.66	£ 141.95
				£ 622.78	£ 23.66	£ 646.44

Proposal Proposed by Cllr JP, seconded by Cllr CN, All in favour, and it was RESOLVED that the above payments are approved. **Carried**

22.2 Financial Reports – To receive financial reports and Bank Balances to 31 May 20

22.2/1 The Year End was successfully closed. The accounting package PC holds does not allow any payments to be added till the year end is fully closed.

The (Estimated) Budget Monitor for the first quarter of 2020/21 carried by Cllr JP.

Clerk presented balances as at 31 May 2020:

- Current acc £30,335.51 (Precept for 2020.21 for £21,748.00 received on 21 Apr 20)
- Deposit acc £33,676.44

22.2/2 *Note: The Grant (sum of £560.00) to Hemingford Piece Memorial Field was approved at the last Financial Year but not made at the time as it was actually for 2020.21. Lat time it was paid in July 2019. PC agreed to do the same this Financial Year.* **Clerk**

22.2/3 Cllr JP brought to PC attention that the DD bills for streetlighting vary from the amounts agreed in the contract. Amounts differ every other month. Cllr JP to investigate. **JP**

22.2/4 Clerk will send the letter to Utility Aid. We hereby appoint and authorise Utility Aid Ltd as HAPC nominated Energy Consultant to receive all information relating to HAPC electricity contracts supplied. **Clerk**
Note since meeting: Letter to Utility Aid sent.

22.3 To Approve AGAR Part 2 2021/20:

22.3/1 To Approve the Certificate of Exemption for 2019/20

Proposal Proposed by Cllr JP, seconded by Cllr CN, All in favour, and it was RESOLVED that the Certificate of Exemption is approved. **Carried**

22.3/2 To Approve AGAR Part 2 Section 1 – Annual Governance Statements 2019/20

Proposal Proposed by Cllr BF, seconded by Cllr MW, All in favour, and it was RESOLVED that the Annual Governance Statements 2019/20 are approved. **Carried**

22.3/3 To Approve AGAR Part 2 Section 2 – Accounting Statements 2019/20

Proposal Proposed by Cllr BF, seconded by Cllr ZR, All in favour, and it was RESOLVED that the Accounting Statements 2019/20 are approved. **Carried**

22.3/4 To Approve Explanation of Variances and Explanation of Reserves

Proposal Proposed by Cllr JP, seconded by Cllr BF, All in favour, and it was RESOLVED that the Explanation of Variances and Reserves are approved. **Carried**

Note: AGAR 2019/20 Part 2 dated, agreed and Minuted.

But due to Covid19 no face to face meeting is possible, therefore the AGAR documents, which would normally be signed at the full council meeting, will be signed soon after the meeting.

22.3/5 To Note the list of Payments over £100.00

Proposal Proposed by Cllr JP, seconded by Cllr BF, All in favour, and it was RESOLVED that the Payments over £100 list is approved. **Carried**

22.3/6 To note the Notice of Public Rights – issued and is on the PC website and Notice Boards.

Proposal Proposed by Cllr ZR, seconded by Cllr MW, All in favour, and it was RESOLVED that the Notice of Public Rights is approved. **Carried**

23. Village Maintenance and Repairs

23.1 To review and consider areas of maintenance and repairs that are needed to be carried out in the village.

23.2 Village Sign refurbishment – no update

24. Highway Faults, Repairs and Issues

- 24.1 Rumble strips in High Street, update
3 rumble strips reported to County Council.
- 24.2 LHI update by Cllrs Z Ryal and M Whewell – no more info received from CCC.

25 Correspondence

- 25.1 Letter and supportive photos sent to Natural England in Jun re:
Godmanchester Eastside Common SSSI Grid ref: TL 270716 & TL 270713
Hemingford Abbots Parish Council (HAPC) is very concerned about the recent spraying of herbicide over the whole of the northern area (001) of this SSSI
It was noted that Godmanchester Town Council also sent a letter of concern.
- 25.2 Examination of the Cambridgeshire and Peterborough Minerals and Waste Local Plan – Hearing: Cllrs BF and JP will attend the hearings on 15 Sep 2020. BF, JP

26. Agenda items for the next meeting

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.
To discuss Annual Assembly 2020.

27. Website Accessibility

The National Association of Local Councils (NALC) today has launched a new publication on website accessibility requirements.
The publication provides practical steps that local (parish and town) councils can follow to understand the new regulations, put in place an accessibility statement, and start plans to improve the accessibility of their website.
Clerk to look at the statement requirements and check with the website provider do PC comply. Clerk

EXCLUSION OF THE PUBLIC AND PRESS

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to meetings) Act 1960

28. Staffing update

29. Date of Next Meetings

Meetings agreed to be held on the 4th Monday of the Month:

- 27 July
- 28 Sep
- 26 Oct
- 23 Nov *No meetings planned for Aug and Dec*

Meeting finished at 8.41pm

These minutes are considered draft until ratified at the next Hemingford Abbots Parish Council meeting